



APPLICATION FOR RELEASE OF HEARING DOCUMENTS

If an order to secure, repair, or demolish a building has been issued by the Hearing Official or the Building and Standards Commission, the order will remain in effect until evidence (certificate of compliance) is presented to the Deputy Director, Neighborhood Protection Division, that the building(s) is/are in compliance with the order. A Certificate of Compliance is issued by the Occupancy Section of the Building Inspection Division, Planning and Development Department, and is required to show proof of compliance for each building on an order to either repair or demolish. The cost of this certificate is \$55.00 and an application may be filed with the Occupancy Section at 3300 Main, between the hours of 8:00 am to 3:30 pm, Monday through Friday.

A Certificate of Compliance is issued by the Neighborhood Protection Division, and is required to show proof of compliance for each building on an order to secure only, and for swimming pool orders. The cost of this certificate is \$55.00 and an application may be filed with the Neighborhood Protection Section at 2636 South Loop West, between the hours of 8:00 am to 4:00 pm, Monday through Friday.

The Certificate of Compliance and a copy of the Order to be released must be attached to the Application for Release of the Order, and submitted to Neighborhood Protection, Monday through Friday from 8:00 am to 4:00 pm. *Any application for release of a secure, repair, or demolish order submitted without the Certificate of Compliance, will not be accepted.*

Any civil penalty assessed by the Building and Standards Commission or the Hearing Official, or any prior charges for weedcutting, demolition, or securing services, must be paid before the Order can be released. To obtain payoff information on weedcutting, demolition, or securing liens, contact the law firm of Linebarger, Goggan, Blair & Sampson, LLP 713-844-3561.

The application may also be used to request a release of a Notice of Hearing, Ordinance, or Bond Agreement. ***The fee for release of each document is \$36.70, and must be submitted in the form of check, money order, or cashier's check. CASH WILL NOT BE ACCEPTED. The processing time for each release is 15 to 20 working days.***

For general information regarding the release process, please contact LouElla Stanley at (713) 218-5577.

Please print or type and provide all information requested. If requesting release of more than one document, you must complete a separate application for each document to be released.

APPLICATION FOR RELEASE OF: ☐ ORDER ☐ NOTICE OF HEARING ☐ ORDINANCE ☐ BOND AGREEMENT
☐ NOTICE OF INTENT TO FILE LIEN ☐ PARTIAL RELEASE

NAME: _____

TELEPHONE NUMBER: _____ E-MAIL ADDRESS: _____

ADDRESS OF BUILDING AS IT APPEARS ON DOCUMENT: _____

DATE ORDER/NOTICE WAS ISSUED: _____ PROJECT # _____

TAX ACCOUNT # _____

IS THE PROPERTY TAX FORECLOSED? ☐ YES, please attach ☐ NO

☐ CONTACT AT ABOVE NUMBER FOR PICK-UP or ☐ MAIL RELEASE TO:

Name

Street / P.O. Box

City

State

Zip Code

Signature of Applicant

Date

Printed Name of Applicant

<FOR OFFICE USE ONLY>

Total Amount Paid: \$ _____

Receipt # _____

\$36.70 per document

Total Number of Releases Requested: _____

☐ Check ☐ Cashier's Check ☐ Money Order

☐ Paid at time of application ☐ Paid at time of pick-up

Certificate of Compliance Attached ☐ Yes ☐ No

Project # _____

Original Release received by:

(signature) _____

Date _____

(printed name) _____

Original Release mailed to address listed above on: _____

